



PURCHASE ORDER

PO Number: 303-1-0232

Requisition Number: 303-1-00441

Order Date: 11/3/2020

Ordered

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accountspayable@tfc.state.tx.us

IF INVOICE IS MAILED, DELAYS MAY OCCUR.

TEXAS FACILITIES COMMISSION

FISCAL MANAGEMENT / ACCOUNTS PAYABLE

P.O. BOX 13047 Austin, Texas 78711-3047

Delivery Location

Parking Garage R, Warehouse
1706 San Jacinto Blvd.
Attn: Richard Glancey
Austin, TX 78701

Show numbers on all papers and packages

Referenced Source or Vendor

14711482019
VARIDESK LLC
117 Wrangler Drive Suite 100
Coppell, TX 75019
Phone: 972-581-7318, Fax:
jake.newell@vari.com

Ergonomic Furniture

Pricing per attached Quote: Q-337889.

Description

TFC Contact:
Richard Glancey
512-936-1788
Richard.Glancey@tfc.texas.gov

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Electric Standing Desk 60 x 30 (Dark Wood) G2 SKU: 400815 Unit Price: \$650 Discount: 10% Amount: \$585	1	ea	\$585.00	11/3/2020	2/2/2021	\$585.00
NIGP Class: 425						

NIGP Item: 20**Object Class:** 334**Reimbursement Type:** Not Reimbursable

Standing Mat, Black 36" x 24"

SKU: 49912

Unit Price: \$60

Discount: 10%

Amount: \$54

1	ea	\$54.00	11/3/2020	2/2/2021	\$54.00
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NIGP Class: 360**NIGP Item:** 27**Object Class:** 334**Reimbursement Type:** Not Reimbursable

Power Strip 15ft, Black

SKU: 43148

Unit Price: \$35

Discount: 10%

Amount: \$31.50

1	ea	\$31.50	11/3/2020	2/2/2021	\$31.50
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NIGP Class: 287**NIGP Item:** 55**Object Class:** 334**Reimbursement Type:** Not Reimbursable**Grand Total \$670.50**

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512) 463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

Agency	TFC
Fiscal Year	2021
Division	Executive
Program	Executive
Phone	5129361788
Org Code	0101 - Executive Staff, Commissioners, Public
Type of Purchase/PCC Code	'E' Purchases of commodities/services when the total amount is between \$0.00 - \$5,000.00
Work Order Number	NA

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

Invoicing Standards

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;

- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.

TEXAS FACILITIES COMMISSION INTERNAL PURCHASING

PURCHASER: _____

Goll, Heather - CTCD, 5124630209

(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[\(Show Terms And Conditions...\)](#)